



COMMONWEALTH of VIRGINIA

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
600 East Broad Street, Suite 1300
Richmond, VA 23219

May 23, 2007

ADDENDUM No. 2 TO VENDORS:

Reference Request for Proposal: RFP 2007-04
Dated: April 30, 2007
Due: June 15, 2007

Attached are the evaluation criteria and the assigned weights for RFP 2007-04.

Note: A signed acknowledgment of this addendum must be received by this office either prior to the due date and hour required or attached to your proposal response. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Sincerely,

Christopher M. Banaszak

Christopher M. Banaszak
Contract Officer

Name of Firm: _____

Signature and Title: _____

Date: _____



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Evaluation Criteria & Weights
RFP 2007-04

Criteria	<u>Proposed Weights</u>
1. General quality and adequacy of response	10%
Agreement to comply with all general and specific requirements and conditions (Sections 3 and 4).	
Responsiveness to information furnished and goals Stated in Scope of Work (Section 3).	
Demonstrated knowledge of Medicare and Medicaid provider billing practices and reimbursement procedures.	
Audit hours available to perform the DMAS audits under contract.	
Clear understanding of the project as demonstrated in the responses to the RFP.	
Projected identified overpayment that exceed a minimum of twice the contract costs that the Department will achieve as a result of this contract. Failure of the Contractor to identify overpayments that exceed a minimum of twice the contract costs may result in termination of the contract.	
2. Proposal/Work Plan for Completion of the Audits	20%
The clarity and completeness of the proposal related to the Offeror's approach to and completion of the audits and management of the assigned personnel.	
The lead-time to begin an audit, and the turn around time to complete the expected work.	
The work plan distribution of person hours for each part of the project	
3. Contractor Qualifications	20%
Qualifications of personnel	
Prior experience with similar projects.	
Identified conflicts	
Appropriateness of the relationship between staff qualifications and assigned responsibilities	
Capability of the personnel assigned to the project to audit for compliance with applicable health care regulations, to propose adjustments to costs submitted for reimbursement when appropriate, and to produce working papers that support conclusions reached in the audit engagement.	
Capability of the project director to successfully manage the project.	
4. Quality of References	5%
References who clearly address the nature of the work performed by the Offeror	
References who exhibit satisfaction with the work performed by the Offeror	

Contacts for other contracts who exhibit satisfaction with the work performed by the Offeror.	
5. Proposed Recoveries to Administration Cost Methodology	10%
The projected recoveries and how the Contractor shall achieve the recoveries by the end of each State fiscal year of at least twice its contracted costs.	
Proposals that guarantee recoveries without extrapolation, will receive additional points.	
6. Small Business Subcontracting Plan	20%
7. Cost	15%
The fixed fee cost Proposal	

TOTAL 100%

Posted: May 23, 2007